

Aboriginal and Torres Strait Islander Advisory Panel Terms of Reference

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1. Purpose

The primary role of the Aboriginal and Torres Strait Islander Advisory Panel is to provide advice to inform the policies of the City of Sydney in relation to matters of importance to the Aboriginal and Torres Strait Islander community, including: Advising Council on the needs of Aboriginal and Torres Strait Islander people living in the City of Sydney's LGA;

- advising Council on the development and implementation of the Sustainable Sydney 2030-2050, the City of Sydney's Reconciliation Action Plan and other relevant plans as they are adopted by Council;
- promoting an increased knowledge and understanding of Aboriginal and Torres Strait Islander culture and society in the wider community and representing the interests of Aboriginal and Torres Strait Islander people in the local area;
- advising Council on programming of Aboriginal and Torres Strait Islander events;
- providing input to policy development, planning and advice to Council across all areas where there is likely to be an impact on Aboriginal and Torres Strait Islander people, including economic development, Indigenous employment and Aboriginal business development;
- actively promoting and facilitating reconciliation between Aboriginal and Torres Strait Islanders peoples and Council;
- approving the Terms of Reference at the first meeting of the newly selected panel.

The Aboriginal and Torres Strait Islander Panel is not an executive panel and is not authorised to undertake work on behalf of the City of Sydney.

Panel members are not authorised to represent the City in any communication with the public.

The Panel's advice must be in alignment with the City's policies, strategies and operational plans.

2. Membership

Membership of the Aboriginal and Torres Strait Islander Advisory Panel consists of up to 18 members including:

- Two Aboriginal or Torres Strait Islander Elders
- Two Aboriginal or Torres Strait Islander young people 18-33 years
- Up to six Aboriginal or Torres Strait Islander community representatives
- Up to five Aboriginal or Torres Strait Islander representatives with expertise in reconciliation action, Indigenous employment, Indigenous procurement, Aboriginal business development and public art
- One representative from the Metropolitan Local Aboriginal Land Council
- The Lord Mayor (or delegate)
- One City of Sydney Councillor

The Panel will be co-chaired by a City of Sydney Councillor with Aboriginal or Torres Strait Islander co-chair/s elected by Panel at the first meeting of the term.

The Councillor co-chair will be determined by Council and their appointment is not governed by these terms of reference.

Council may, at its discretion, appoint members to the panel outside of these terms of reference from time to time.

3. Panel Selection Process

Every three years a call for nominations will be advertised and promoted to the City of Sydney Aboriginal and Torres Strait Islander community via local and Aboriginal and Torres Strait Islander media, community networks, stakeholders and organisations.

The call for nominations will advise that applications will be assessed according to the following selection criteria:

- a requirement for nominees to live, work or study in the City of Sydney's Local Government Area;
- a requirement for the Aboriginal or Torres Strait Islander status of nominees to be recognised by the local Aboriginal community via a letter of support, if requested;
- a statement of purpose by the nominee, that is, their reason for nominating; and
- a list of the skills, knowledge and experience they will bring to the Advisory Panel in service of the local community.

Following the call for nominations, applications for the Aboriginal and Torres Strait Islander Advisory Panel will be assessed against the selection criteria by a panel comprised of City of Sydney officers.

The City's Chief Executive Officer will make a decision on appointments.

Panel members will be selected to serve on the Panel for a period of three years.

Those Panel members who have served three years on the Panel may reapply for a second term of three years, serving up to a maximum of two consecutive terms.

After two consecutive terms a Panel member must step down and will be ineligible to reapply for a period of three years.

Applicants will be advised in writing of the outcome of their nomination.

4. Election of the Co-Chair

At the first meeting of the newly selected panel, Aboriginal and Torres Strait Islander members will be invited to nominate themselves or another member for the position of co-chair.

At the first meeting of the newly selected panel, Aboriginal and Torres Strait Islander members will then vote on nominees for the position of chair.

5. Meetings

Meetings will be held at least six times per year.

Additional meetings may be scheduled as required.

An attendance register will be kept for all meetings.

A meeting quorum will require a representation of at least seven members and must include the attendance of at least one co-chair.

An up to date mailing list will be kept of all members' details.

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The decisions of the Panel shall be minuted.

Council acknowledges the use of acceptable Aboriginal language in the minutes.

Recommendations for amendments to the Terms of Reference can be made at any time. However, Amendments to the Terms of Reference must be endorsed by the Aboriginal and Torres Strait Islander Advisory Panel and Council.

6. Working Parties

The Panel has the capacity to establish time-limited working parties to address specific issues and projects. The Panel may co-opt relevant Council and community members to these working groups.

7. Code of Conduct and Conflicts of Interest

Members must act lawfully, professionally, with honour and integrity. Information accessed, discussed, received and used in the Aboriginal and Torres Strait Islander Advisory Panel meetings is confidential unless the panel resolves otherwise. The City of Sydney, by resolution of Council, may terminate a Aboriginal and Torres Strait Islander Advisory Panel member's term for breaching these requirements, or Terms of Reference.

A member who has a pecuniary interest in matter being considered at a meeting must disclose the existence and nature of the interest. A member having disclosed a pecuniary interest must not be present at the meeting when the matter is being considered, discussed or voted on.

A member who has a non-pecuniary interest in a matter being considered at a meeting of the Aboriginal and Torres Strait Islander Advisory Panel must disclose the existence and nature of the interest if the member could be influenced, or perceived to be influenced by the non-pecuniary interest. A member having disclosed a non-pecuniary interest must not be present at the meeting when the matter is being considered, discussed or voted on.

8. Payment

The City may pay Panel members, other than Councillors, a sitting fee of no more than \$300 for each meeting they attend. Government, peak bodies and large business representatives may be asked to opt out.

The Aboriginal or Torres Strait Islander co-chair/s will be paid an additional fee of \$150 for each meeting co-chaired.

Panel members may be reimbursed out-of-pocket expenses incurred by attending the advisory panel meetings such as payment for transport expenses.

Where applicable, panel meetings will be provided with translators, printed material in alternative formats or languages and/or other accessibility services.

